



APPLICATION FOR RECORDS RETENTION SCHEDULE

OFFICE OF THE SECRETARY OF STATE
DEPARTMENT OF ARCHIVES AND HISTORY
RECORDS MANAGEMENT DIVISION

INSTRUCTIONS: See Publication No. 76-RM-1 for instructions on completing this form. Forward signed original to Department of Archives and History, Records Management Division, 330 Capitol Avenue, Atlanta, Georgia, 30334, Attention: Scheduling Section.

FOR AGENCY USE		FOR RECORDS MANAGEMENT USE	
Application Date May 6, 1976	1. Agency Address Georgia Department of Human Resources Division of Benefits Payments Food Stamp Unit - 618 Ponce de Leon, N. E. Atlanta, Georgia 30306	Application Number 76-148	
Application Number DHR-62		Date Received MAY - 7 1976	Date Completed MAY 13 1976
2. Person to Contact Ms. Betty Bondurant		Working Title Secretary III	Telephone Number 894-4246
3. Action Requested a. <input checked="" type="checkbox"/> Establish Retention Schedule; record will continue to accumulate. b. <input type="checkbox"/> Dispose of present accumulation; no further accumulation anticipated. c. <input type="checkbox"/> Amend Application No. _____ Check One: <input type="checkbox"/> Change; <input type="checkbox"/> Supersede; <input type="checkbox"/> Void			
4. Dates of Series Earliest Latest 1965 to date		5. Records Series Title (followed by title used in office, if different) Food Stamp Individual County Department Files	
6. Division and Office Function What is the function of the Division and the Office in which this record series is created? The Division of Benefits Payments is responsible for supervising and regulating assistance programs which provide to indigents in the State food and monetary assistance and/or medical care. The Food Stamp Unit is responsible for the administration of the Food Stamp program within the State. Included, but not limited to, are: the certification of applicant households; the acceptance, storage, and protection of coupons after their delivery to receiving points within the State; outreach to potentially eligible households; the issuance of food coupons to eligible households; and the control of and accountability for the food coupons.			
7. Record Series Description This file contains the following documents (include form numbers and titles, if any): Attach samples of the file. Documents relating to: administering the Food Stamp program in the State of Georgia. Included are: 1 folder for each of the 159 counties. Each county folder contains all agreements and correspondence relating to administering the Food Stamp Program and the issuance of food stamps in that particular county; and form Rev. 7-74 "Exhibit B - Information Sheet" (which must be kept up-to-date) which shows date; effective date; starting dates of program - certification/issuance; title and address of project area and name and title of person in charge; location and schedule of certification office; location and schedule of issuance office, such as bank, government, post office, or other; whether issuance is monthly or semimonthly; type of issuance system used; preparation of Authorization to purchase is by EDP, addressograph, or typing machine is used; shipping address for cartons File is arranged: (of coupon books; names and titles of persons authorized to alphabetically by county. (accept and receipt for shipments; whether general assistance households are certified as public assistance or nonassistance)			
8. Monthly Reference Rate How often are records referred to which are: One to six months old <u>daily</u> ; Seven to twelve months old <u>daily</u> ; Thirteen to twenty-four months old <u>daily</u> ; twenty-five months and older <u>daily</u> ?			
9. Annual Rate of Accumulation of Records Letter-size drawers <u>2</u> ; Legal-size drawers _____; Shelves _____; Other (specify) _____			

YES	NO	10. Questionnaire (Place an "X" in the proper column)
X		a. Is this the official copy of the series? If not, where is it?
	X	b. Does the series contain confidential information requiring security handling? If yes, cite law or regulation.
	X	c. Is this a vital record?
	X	d. Does this series have historical or long term research value?
	X	e. When one or two documents in the file make it necessary to keep the entire file for a long period, could these documents be scheduled separately?
	X	f. Is the information contained in this series ever published? If yes, attach copy.
	X	g. Is the information contained in this series ever analyzed and/or recorded in a summarized report? If yes, attach copy.
	X	h. Is there a duplication of this series in your office, or in another office or agency? If yes, where?
	X	i. Is this series (or a major portion of it) regularly microfilmed?
	X	j. Does the record series result in a computer printout?

11. Retention Requirements

The following requires the series to be kept:

- | | | | |
|--------------------------|-----------------|-----------------------------------|--------------|
| a. State Law | _____ years. | d. Audit period | _____ years. |
| b. Statute of limitation | _____ years. | e. Administrative need | _____ years. |
| c. Federal law | 3 fiscal years. | f. Federal retention instructions | _____ years. |

(or longer, if instructed in writing by FNS or DHEW)

Attach copy or excerpt of laws or regulations. Explain administrative need.

See attached regulation - Federal Register page 11261 -

12. Approved Disposition Instructions

This agency recommends that the file series be cut off at the end of each:

☐ Calendar Year; ☒ Fiscal Year; ☐ Other _____ then,

☒ Hold in the current files area _____ month(s) 2 year(s); then

☐ Transfer to local holding area; hold _____ year(s); then

☒ Transfer to State Records Center; hold 1 year(s); then

☒ Destroy.

☐ Transfer to State Archives for permanent retention.

☐ Other (Specify)

These instructions apply to all prior and future accumulations of the series.

Agency Head/Designee (Signature)	Date	Records Management Officer (Signature)	Date
Betty Bondurant	4-29-76	Elizabeth A. Clark Wm	4-29-76
State Records Committee (Signature) Date			
State Auditor/Designee	William M. Dixon	5-10-76	
Secretary of State/Designee	Carroll Hart	5-7-76	
Attorney General/Designee	Robert Shree	5-12-76	

Recommendations in paragraph 12 are approved.
(If disapproved, attach letter of explanation.)